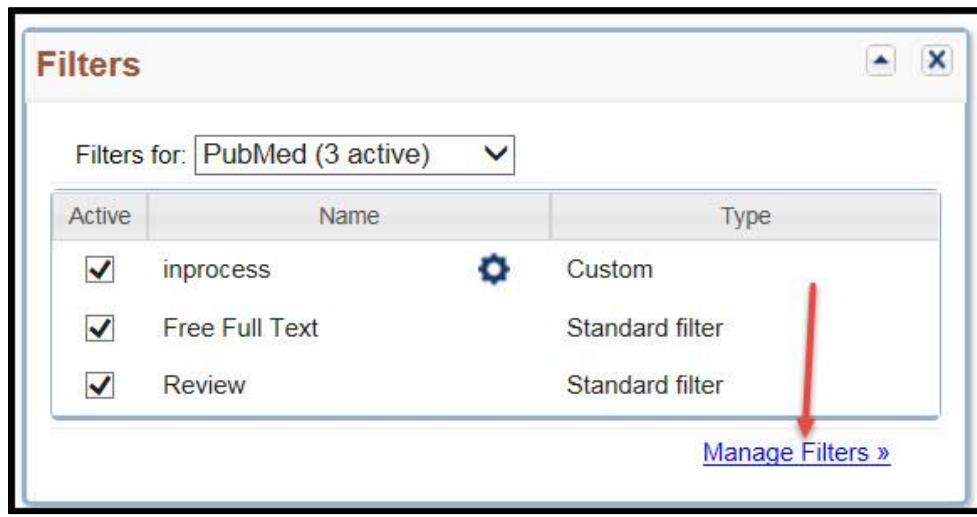## PubMed® for Librarians - Customize PubMed with your My NCBI Account Practice Exercises and Links

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NIH ⟩ NLM ⟩ NNLM

PRACTICE EXERCISE 1: FILTERS

Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Filters portlet. Click the "Manage Filters" link at the bottom of the portlet:

NOTE: If you have never activated Filters in My NCBI, your Filters portlet may be "blank."

Focus on the right hand side of the Manage Filters window. Change each of the radio buttons to see the choices, and then select the Filters that interest you. Remember that you can have up to *15 filters in PubMed active at any one time*.
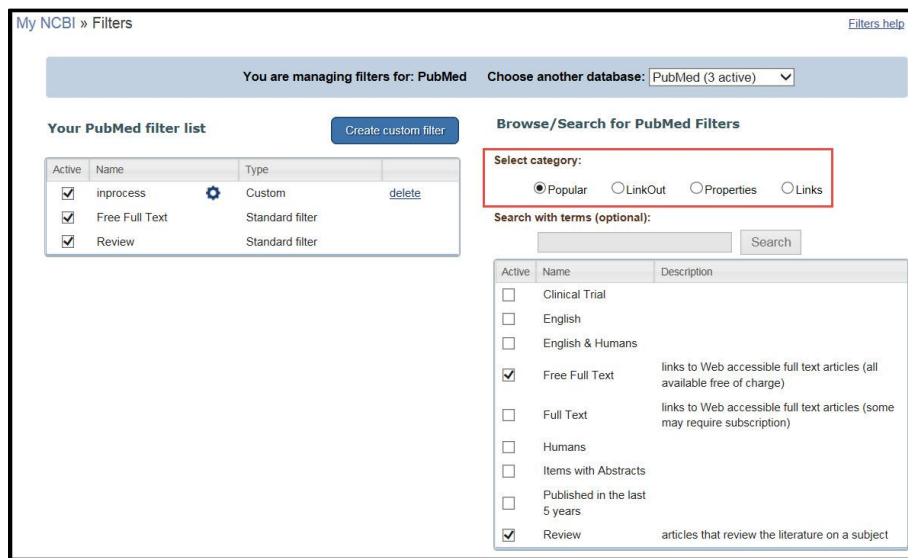
After selecting the filters you prefer, return to PubMed and run a Search of your choice. Practice applying the filters on the right hand side of the Search Results page: click on the filter of your choice to see the results change.

Optional: Practice adding an NCBI filter to your "official" search in the general search box. This filtered search will appear in your History only after you click on the **+** sign next to the filter on the right (see image below).

After clicking on the plus sign, you will see the filter added to the General Search box:


Rerun the Search by clicking on the Search button.

Apply an additional filter from the right hand list of filters by clicking on another filter. Using this method, you can apply more than one filter from your NCBI list of filters to a search.

PRACTICE EXERCISE 2: CUSTOM FILTERS

Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Filters portlet. Click the "Manage Filters" link at the bottom of the portlet:
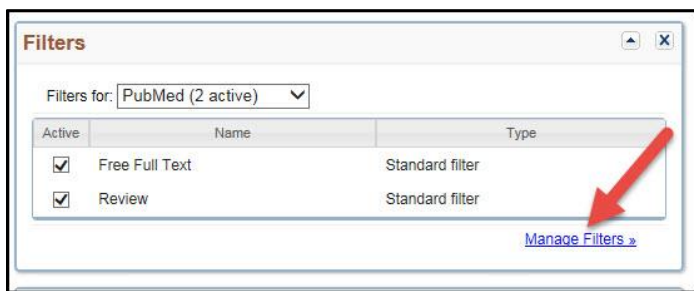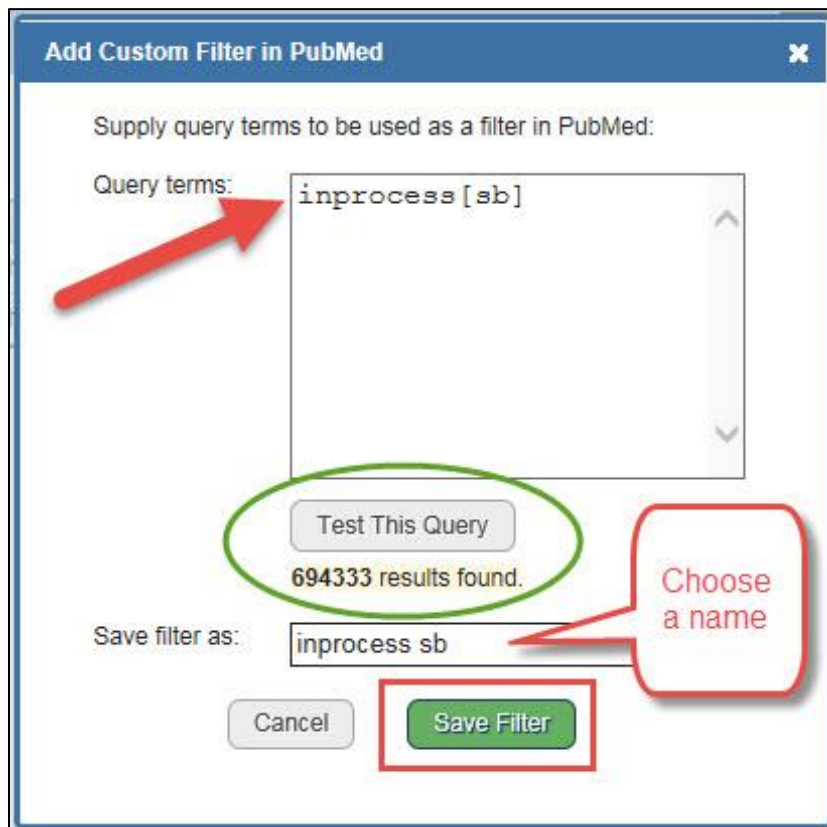

Click the "Create Custom Filter" button in the left hand pane:
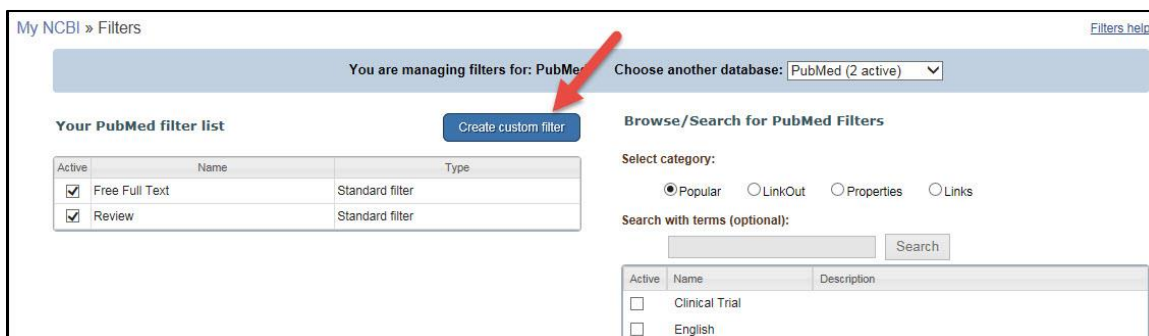
Copy and paste this search into the box: **inprocess [sb]** (Or use a custom search of your choice).

Click "Test This Query" to test the search and be sure it returns results. (If you have a typo in the search, it will give an error). Click in the Save filter as box to give the filter a name. Click "Save Filter."

Some Custom Filter options:
publisher[sb]
inprocess[sb]
medline[sb]
pubstatusaheadofprint
pubmed_pubmed_alsoviewed[filter]
hascommentin
haserratumin
hasretractionin
hassummaryforpatientsin

*More Custom filters to try:
http://www.nlm.nih.gov/pubs/techbull/ma03/ma03_2003_pubmed_changes.html
You will now see the Custom Filter in your list of PubMed active filters. You can edit it using the "Gear" icon or delete it.

Return to the PubMed home page and run a search of your choice or try: **ebolavirus**.
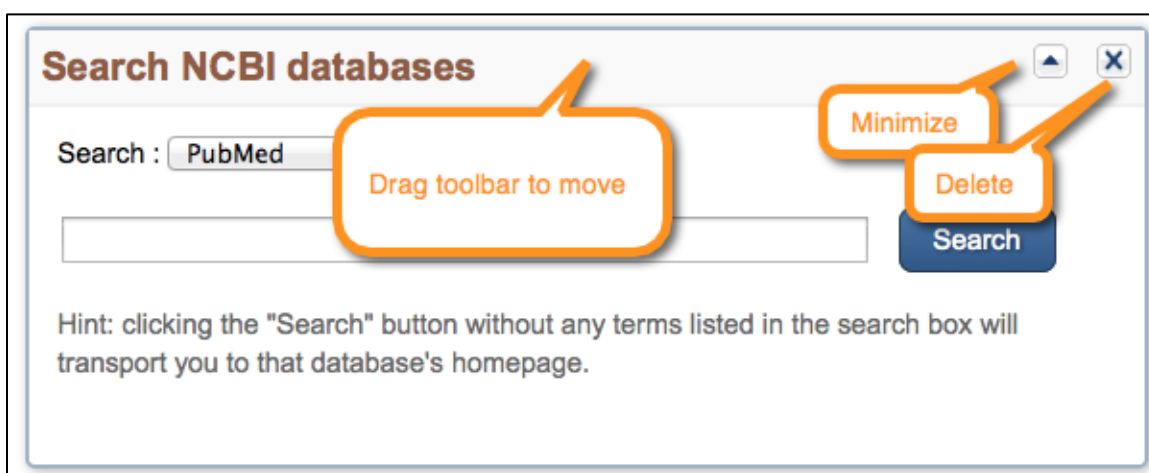Note the Custom Filter is now listed in your right hand list of filters and can be applied to this search and any search going forward.

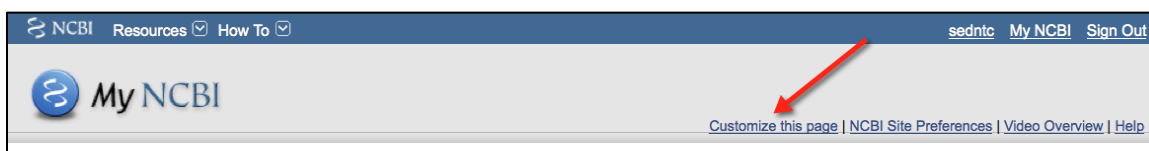## PRACTICE EXERCISE 3: CUSTOMIZE YOUR MY NCBI PAGE

Click on the "My NCBI" link in the top blue bar to get to the My NCBI page.
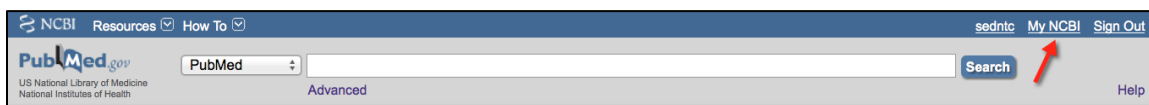
Practice moving the portlets (windows) around, minimizing and maximizing portlets, and deleting a portlet.
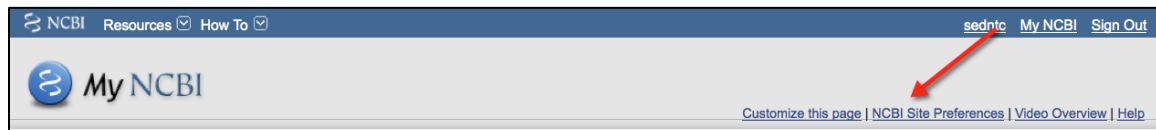

To bring back the deleted portlet, click on the "Customize this page" link in the top right corner of the gray bar:

Find the portlet you deleted. Click the checkbox next to the portlet. Click the Done button to save your changes.

Click on the "NCBI Site Preferences" link, located in the upper right hand corner of the gray toolbar:

Spend a few minutes customizing the following settings:

1. Links Display
2. Highlighting
3. Auto Suggest
4. Abstract Supplemental Data
5. Result Display Setting

PRACTICE EXERCISE 4: Create an Alert (Save a Search)

In PubMed's General Search box, search for:
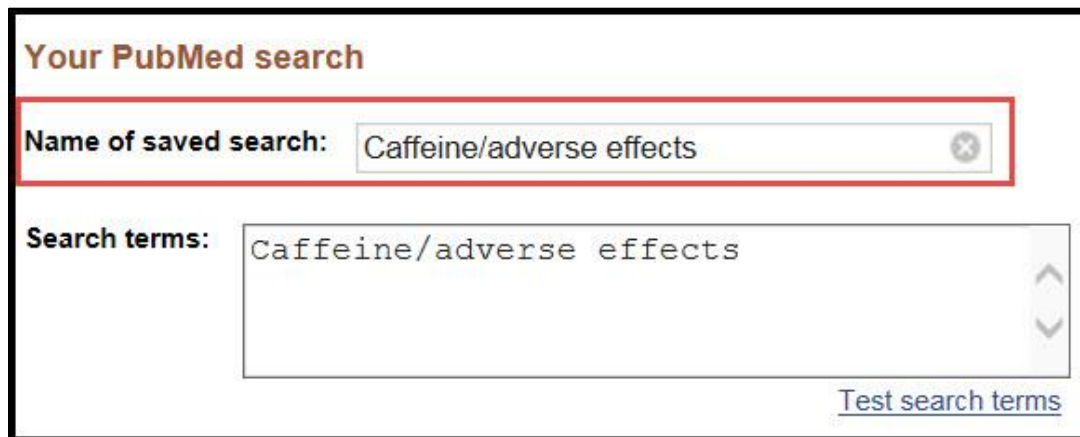
Caffeine/adverse effects

Or use a search of your choice.

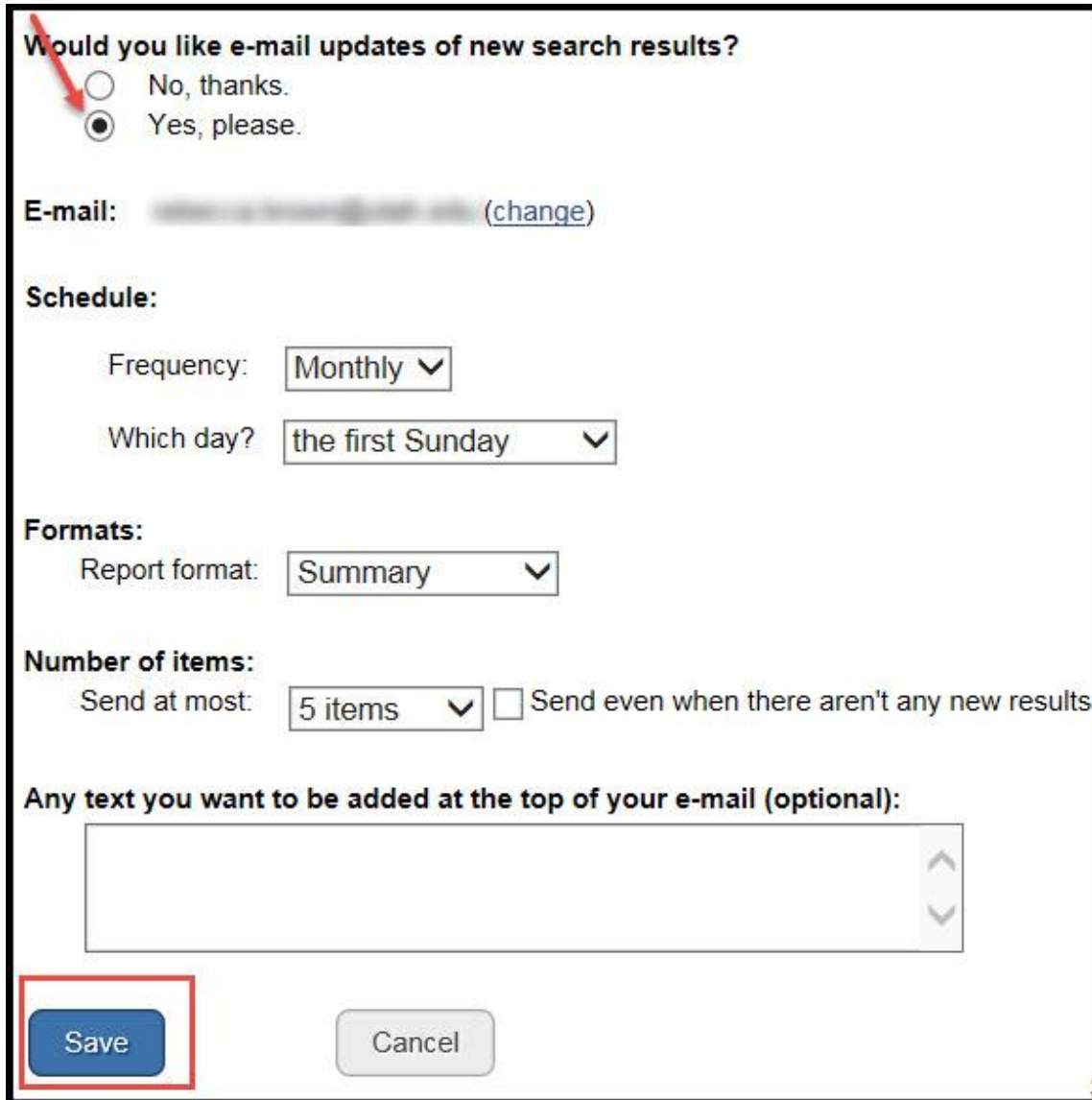On the results page, click on "Save Search":

Name the Search…

Set up an e-mail alert of your choosing by clicking the "Yes, please" radio button under the question "Would you like e-mail updates of new search results?" and then filling out form fields:

Click Save.

Practice editing the Saved Search. Click on the My NCBI link in the top blue bar:
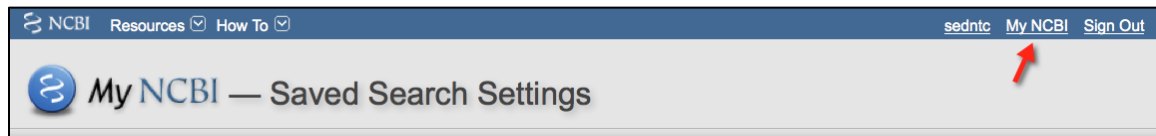
Find the "Saved Searches" portlet. Click on the "Gear" icon next to the Saved Search you just created:
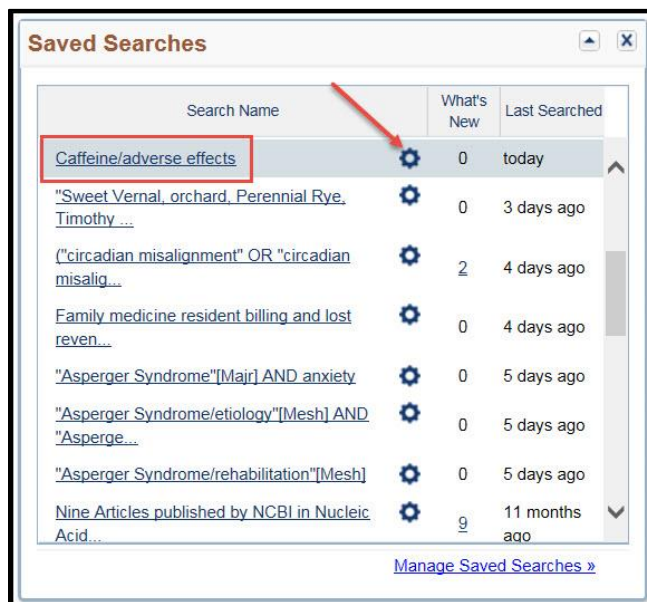
Then change the e-mail settings back to "No, thanks." Click Save.

Optional: If you wish, delete the Saved Search by clicking on the "Manage Saved Searches" link in the Saved Searches portlet. Click on the checkbox next to the search you want to delete, and then click "Delete Selected Items."

PRACTICE EXERCISE 5: CREATE A COLLECTION

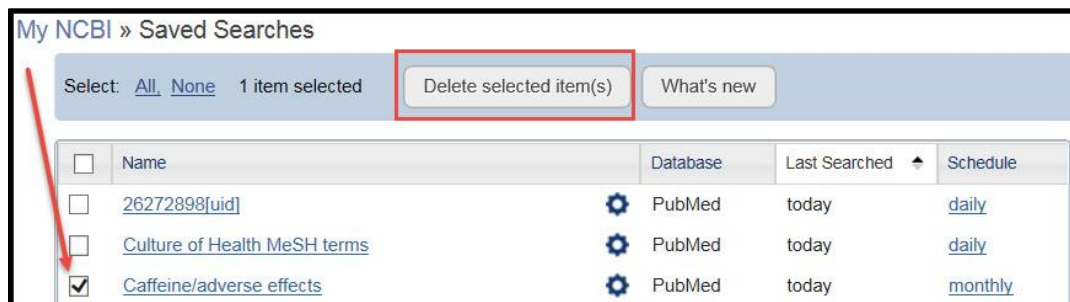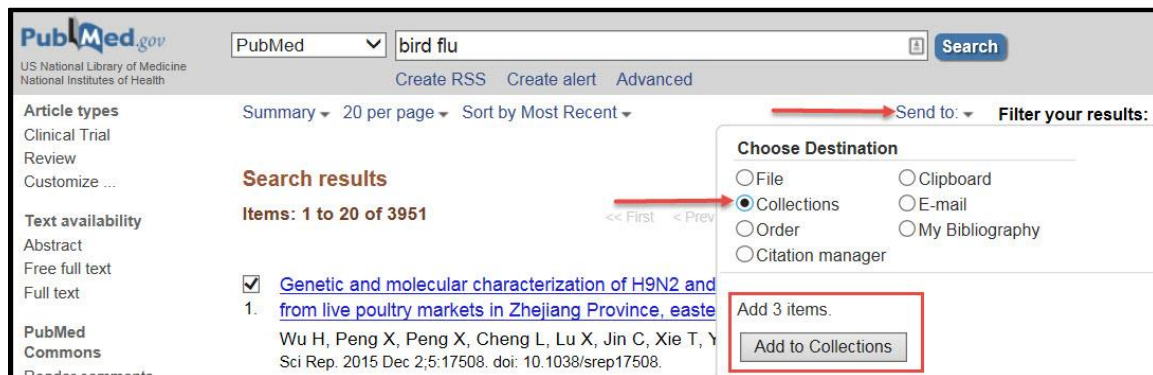In PubMed's General Search box, search for:

      Bird flu

Or **a search of your choice.**

Select the first three results of the search (or any results that interest you if this is a search of your choice) by clicking the checkbox next to the citation.

Click on the "Send To" dropdown. Choose the "Collections" radio button. Click on "Add to Collections."


On the next screen, change the radio button to "Create New Collection."   Give the collection a name that will make sense later. Click Save.
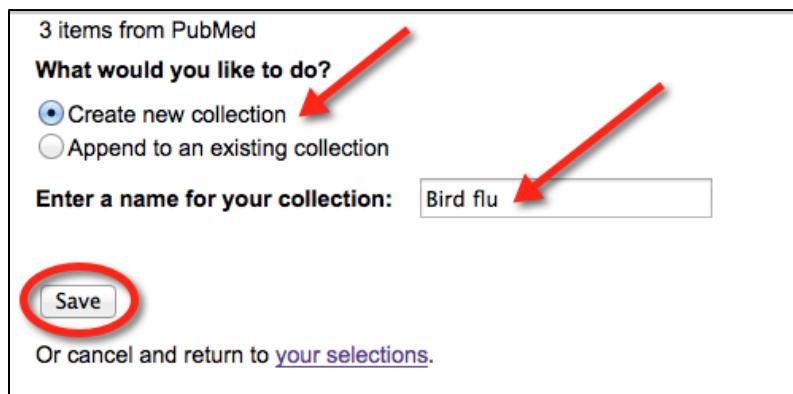
Practice manipulating the collection items and settings. Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Collections portlet. Perform the following actions:

1. Click on the "edit" link to practice removing individual citations. When done, navigate back to the Collection portlet, and then proceed to #2.

2. Click on the "Gear" icon to edit the overall collection settings. When done, navigate back to the Collection portlet, and then proceed to #3.

3. **Click on the gear symbol to make the collection Public.**

4. Click on the "Manage Collections" link at the bottom of the portlet to delete the entire collection, if you wish.
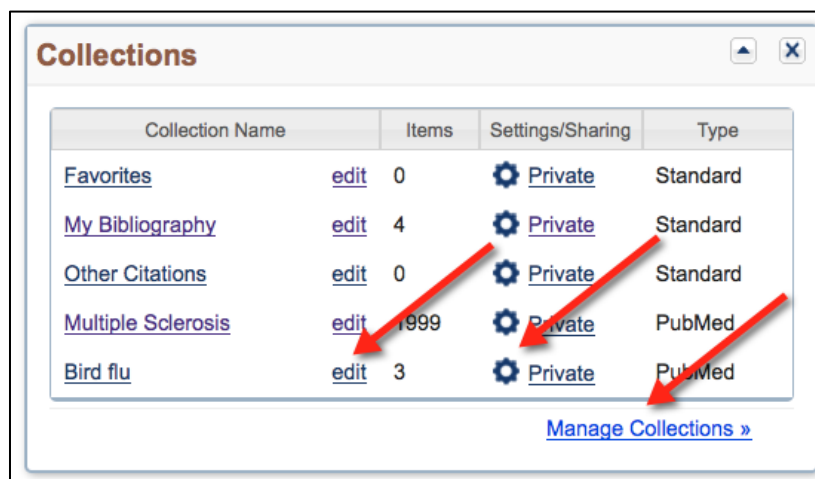
Links Shared in Class

SciENcv link:
http://www.nlm.nih.gov/pubs/techbull/so13/so13_sciencv.html

My Bibliography:
http://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Managing_Compliance_to_th